

MISSISSIPPI COMMISSION ON THE STATUS OF WOMEN

TITLE 18: HUMAN SERVICES

PART 201: Mississippi Commission on the Status of Women's Administrative Law

Part 201: Chapter 1 Method of Operation

Rule 1.3 Elections/Responsibilities of Officers.

1. Officers of the Commission shall be Chair, Vice-Chair, Secretary, and Treasurer. Officers may serve consecutive terms in the same office if elected. Duties of the Officers shall include serving on the Executive Committee and running the day-to-day operations of the Commission.
2. The Chair will preside at all meetings of the Commission and the Executive Committee, approve all expenditures and contracts and supervise, with the advice and consent of the Executive Committee, the day-to-day operations of the Commission. The Chair will sign all contracts. The Chair will be the Ex Officio member of and provide assistance to all committees.
3. The Vice-Chair will preside at all meetings in the absence of the Chair, serve on the Executive Committee and perform any other duties deemed necessary by the Chair and the Executive Committee.
4. The Secretary will keep the official record of all meetings, supervise the writing and distribution of minutes and meeting notices, serve on the Executive Committee and perform any duties appropriate to the office.
5. The Treasurer will supervise the financial accounts of the Commission, report to the meetings of the Commission and serve on the Executive Committee. The Treasurer and the Executive Committee will recommend an annual budget for approval by the Commission. The Treasurer will provide monthly financial reports.

Source: Miss. Code Ann. §43-59-3(3) & §43-59-5(f).

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